



City of New Brighton, Minnesota Position Job Description

Position Title:	Youth Sports Instructor
Department / Location:	Parks & Recreation – New Brighton
Immediate Supervisor:	Recreation Supervisor
Pay Range:	\$13.33-\$15.97
Position & FLSA Status:	Part Time
Date of Latest Revision:	April 10, 2015

Position Summary

Youth Sports Instructors run camps and training sessions aimed at teaching participants basic to intermediate sports skills while keeping main focus on participation and enjoyment. Responsibilities include: maintaining a safe environment for staff and participants, planning fun and age appropriate sport related activities and games each week, communicating frequently with parents and participants, keeping sessions running continuously and smoothly, and being professional, positive and friendly while interacting with staff and customers.

Essential Accountabilities and Expected Outcomes

1. Know, understand, follow and enforce all program policies, rules and regulations.
2. Organize, lead, and monitor sports related activities for all ages and abilities.
3. Motivate participants and be enthusiastic and outgoing.
4. Maintain focused attention on instruction; never leave children unattended.
5. Maintain an orderly, friendly, clean and safe environment for participants and staff.
6. Responsible for attending all trainings, workshops, and staff meetings.
7. Demonstrate and evaluate skills, providing each student with both positive and corrective feedback.
8. Ensure a positive learning environment while maintaining class control.
9. Assists in keeping records and preparing reports such as attendance, incident and accident reports.
10. Adhere to work schedule and hours assigned.
11. Ask for help and guidance when needed.
12. Communicate with customers in a professional manner. Refer any unresolved issues to the Supervisor.
13. Maintain a professional appearance at all times.
14. Perform other duties as assigned.

Competencies and / or Values Common to All Positions:

- Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.
- Demonstrating by personal example the service excellence and integrity expected from all staff.
- Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.
- Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

Core Values Common to All Positions

- Represent and model the following established City of New Brighton Values:
- Excellence, efficiency, & cost-effectiveness in service delivery;
- Open & honest communication internally & with our residents;
- Respect & care for our residents, businesses, visitors & ourselves;
- Being respectful of the past as we invest in the future;
- Importance of working with our neighbors;
- Sense of safety and security throughout our community;
- Accountability & integrity in service delivery.

Typical Working Environment:

1. Work will be preformed outside at a New Brighton Park. Winter sessions and days with poor weather will be held at an indoor gym.
2. Temperatures/weather will vary greatly.

Typical Physical Requirements for This Position:

1. Stand for extended periods.
2. Move/jog with children during camp.
3. Hear noises and distress signals (tornado/server storm siren) in an outdoor environment.
4. Communicate effectively with people in normal, loud and stressful situations, including projecting one's voice across distance.
5. Perform basic soccer skills to demonstrate to students.
6. Move and/or lift materials and/or equipment.

Selection Criteria to Qualify for This Position:

1. Have a background in sports; understand the rules, and the technical and tactical aspects of the game.
2. Possess current American Red Cross Adult, Child & Infant CPR, First Aid and AED Essentials certifications through duration of employment.
3. Possess patience, persistence, initiative and a positive attitude.
4. Possess strong leadership, public relations, communications and decision-making skills.
5. Possess the ability to maintain self-control in stressful situations.
6. Possess the ability to work under limited supervision.

Employee Name, Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____

Assistant to the City Manager Initials and Date: _____